

STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURT  
COURT INTERPRETER PROGRAM

**Orientation Seminar Announcement and Registration**

All court interpreter candidates for all foreign languages must complete an orientation session conducted by the Administrative Office of the Courts as the first step in the qualification and registration process to become certified court interpreters in the State of Delaware. A written examination is the second step in the credentialing process and it is scheduled within 6 weeks after the orientation. The written test measures the candidate's knowledge of: a) the English language; b) court-related terms and usage; and c) court interpreter ethics and professional conduct.

The Administrative Office of the Courts will offer a one-day orientation session:

**WHEN:**  
*Thursday, October 10, 2019*  
8:45 a.m. – 4:00 p.m.

**WHERE:**  
*Delaware Technical & Community  
College, Terry Campus*  
100 Campus Drive  
**Dover**, Delaware 19904  
Room number: To be announced

**Registration DEADLINE:**  
**Friday, September 20, 2019**

The cost of Orientation is \$65.00 for Delaware residents and \$120.00 for out-of-state candidates who reside within 100 miles round trip of any Delaware Courthouse.

This orientation will cover, among others, the following topics:

- ◆ *Skills required to become an interpreter*
- ◆ *The role of the court interpreter*
- ◆ *Modes of interpretation*
- ◆ *A day in the life of a court interpreter*
- ◆ *The Delaware courts*
- ◆ *Testing – written and oral exams*

If you wish to enroll in this court interpreting orientation session, please complete the attached registration form and return it along with the registration fee by Friday, September 20, 2019. **All registration forms and payments should be received by the specified deadline above.** Registration fees are non-refundable after the deadline.

A separate registration form for the Written Exam will be required once participant successfully completes the Orientation. If you have any questions regarding this orientation or the Court Interpreter Program, please send an email to [jennifer.figueira@delaware.gov](mailto:jennifer.figueira@delaware.gov)

---REGISTRATION FORM---

STATE OF DELAWARE  
ADMINISTRATIVE OFFICE OF THE COURTS  
COURT INTERPRETER PROGRAM

ORIENTATION SEMINAR – KENT COUNTY

*Thursday, October 10, 2019*  
*Delaware Technical & Community College*  
*Terry Campus*  
100 Campus Drive  
**Dover**, Delaware 19904  
Room number: To be announced

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Email address: \_\_\_\_\_

☐ Foreign Language(s) - Please list: \_\_\_\_\_

☐ Interpreter for the Deaf/Hard of Hearing

PLEASE ADVISE IF ANY SPECIAL ACCOMMODATIONS ARE NECESSARY \_\_\_\_\_

Method of Payment: ☐ Check ☐ Money Order  
DO NOT SEND CASH

**Make check/money order payable to the State of Delaware** and please write your name on the check/money order. Please note preference will be given to Delaware residents. All others will be admitted on a first come-first serve basis for spaces remaining, if any. A \$35 administration fee will be charged for any returned check.

**\$65.00 - Delaware resident    \$120.00 – Out-of-State resident**

Please send this registration form along with payment by Friday, September 20, 2019 to:

ADMINISTRATIVE OFFICE OF THE COURTS  
405 N. King Street, Suite 507  
Wilmington, DE 19801  
ATTENTION: Jennifer Figueira